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23 JUN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (15-21 June 1983)

Office of the Director

The Director of Information Services met with the Deputy Director for Science and Technology on 16 June and briefed him on the MI Career Sub-Group and the relationship to the OIS employees assigned to his Directorate.

Classification Review Division

CRD received notification from the Army that they, like the Navy and DIA previously had agreed, will defer judgment on decisions to declassify National Intelligence Estimates and Special National Intelligence Estimates to the CIA. We had previously identified, under the systematic classification review program, 369 estimates that could be declassified with concurrence of other members of the Intelligence Community who were involved in their preparation. Now only the State Department and Air Force are still reviewing the estimates individually. This action by the Army also completes the declassification review of over a hundred estimates which required only Army review to be completed.

CRD reviewed three manuscripts (226 pages) and one document (80 pages) for PRB, 15 documents (19 pages) for the Legislation Liaison Branch, and two documents (253 pages) for OGC.

Records Management Division

Information Technology Branch (ITB) personnel visited five registries and two offices on 15 June to gather statistics on data bases and to discuss the automation of their registry functions. This information is being obtained to determine the size and content of the data base to be handled by The Records Information Systems (TRIS), and the types of automated registry systems that will eventually have to be accommodated by TRIS.

Two RMD officers visited an Automated Information Disseminating (AID) Center in the DDO to compare its functions with those performed in registries staffed by OIS. The primary function of an AID center is the distribution of cable traffic which is automatically routed to the AID

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center where it is printed, sorted by component, and then manually distributed. Unlike a typical Agency registry, the AID centers do not disseminate other types of documents, perform document control functions, or provide pouching services. In general, the AID centers seem to be an adequate and efficient method of printing and distributing cables, and the majority of customers appear to be satisfied with the speed and quality of the service provided.

Several members of the Records Systems Branch (RSB) toured the P&PD printing plant to learn about the processes used to produce Agency forms. Briefings were given on the whole production cycle, although the CAMEX system actually used to layout the forms was inoperative at the time of the visit. The tour highlight was a briefing and demonstration of the laser platemaker which produces camera-ready plates, eliminating many manual procedures in their production.

The DDS&T Records Management Officer and an RSB officer visited the Agency Archives and Records Center (AARC) to review the DDS&T "33 jobs." These jobs consist of material formerly maintained by AARC that have not been reviewed under current records control schedules.

Members of ITB completed an audit of the Top Secret collateral documents held by the Document Library Branch of the Office of Central Reference.

#### Regulations Control Division

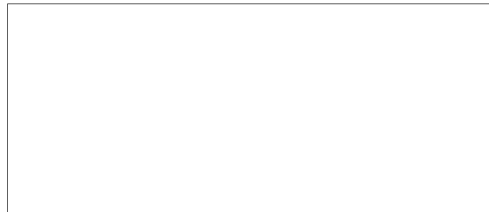
RCD completed 41 major actions on regulatory issuances, including the processing of eight new and revised issuances, negotiations involving five issuances, and the publication of seven issuances.

#### Information and Privacy Division

\*Chief, IPD participated in the preparation for the Senate Select Committee on Intelligence hearings on FOIA relief legislation. He also accompanied the DDCI to the hearing on 21 June as one of three principal witnesses to discuss the proposed legislation and answer questions.

A separate report is attached.

Attachment:  
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